

FIRE PREVENTION PRACTICE #3.13

September 1, 1991

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: ZONING REFERRALS

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

During Certificate of Occupancy inspections, note any changes of use in a building that have occurred since the previous inspection based on the information found in the premise file. Attached is a list of permitted uses, based on Zoning Codes, not classification according to Building Code. If you determine that the present use may not be legal, or if file data is not adequate to make a determination, or if at any time the zoning of a building is in question, send a referral to Wendy Lane in Zoning, 445 City Hall. Consult Code Enforcement Policy #8-5 "Zoning Referral-Illegal Occupancies" for further procedures to follow.

Wendy requests that the referral form be sent to Zoning before the owner of the property has a chance to call Zoning. Without knowing the present use of the building, Zoning personnel cannot answer questions the owner may ask. Complete the form and forward it to Zoning at the same time that the checklist is turned in which indicates a zoning violation.

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Attachments

cc: Gary Trudeau
Cindy Menten

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